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Reg. Ingring - 76
Training
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MEMO TO: Chief, Records Management Staff 24 February 1961

SUBJECT: Report on Filing Workshops - January 1961

1. The three January Filing Workshops have been completed successfully, and I am pleased to report another 131 Agency employees attended the full day sessions, bringing the Workshop total to 457. (DDS 126, DDI 128, DDP 203.)

GENERAL

2. The Office of Training [redacted] STAT
[redacted] and our Records Management Staff [redacted] STAT
STAT [redacted] again collaborated to provide this intensified training on Agency filing principles and procedures in general, with special emphasis on the Subject-Numeric Filing System for Administrative files in particular.

3. A separate Workshop was conducted for personnel of each major component. However, DDP sent 2 special people to the DDS sessions while Mgt/S sent 2 to the DDP program. National Archives and the Department of State each sent two Records Officers to the DDS session to observe our presentation for use in Filing Workshops they are developing. Office of Security, Liaison Office, approved the four visitors.

4. DDS (36 students) and DDI (46) sessions were routine, but as usual the DDI personnel were more alert, responsive, and questioning despite the January 19 snow-storm that descended upon us. We dismissed at 3:45 that day.

BENEFITS

5. DDP (49) was particularly profitable this year. We had several Area Records Officers and personnel of higher grades in general. Most rewarding was the afternoon attendance and brief speech of endorsement by DDP/RMO, [redacted] and comments by STAT
STAT his Deputy, [redacted] also stated to the group that he was anxious to develop a similar Workshop for DDP Clandestine Services personnel. I asked the group if the material
STAT presented by [redacted] and myself should be considered for such a CS Workshop. We were proud to find the resulting student discussion proved our Workshop presentation is appropriate for DDP instruction, but that another talk should be added concerning special CS problems. Afterwards, I told [redacted] Records STAT
Management Staff would help him or [redacted] develop and present STAT
such special briefings on DDP File Maintenance.

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6. The benefits of these Workshops, like any training or education program, are intangible. Results frequently take years to show up. However, this year's new booklet ("How To Improve Your Files") and emphasis on practical application of the training already have brought these tangible actions in the two weeks following the Workshops:

Fifteen requests for Filing Handbooks.
Eight requests for sets of pre-labeled folders and guides.
Six phone calls for advice and guidance on files (5 calls from DDP offices and 1 from office of DCI).
Several comments from Area Records Officers who observed the stimulated activity in their offices [redacted] STAT STAT

RECOMMENDATIONS

7. I believe the new building move will preclude any Workshop this Fall. I have retired to the Records Center 12 boxes of demonstration materials, (including 200 Handbooks) and 185 Student Kits (Job #61-513). They can be recalled as needed in 1962. The written quiz was very successful and should be included at the end of every Workshop.

8. We have a standing request to present the Workshop to Records Center, Communications, and Administrative personnel at [redacted] STAT An individual from [redacted] attended the 24 January DDP sessions. I believe the [redacted] installation might also welcome a Workshop presentation and I think this possibility should be inquired into. STAT STAT

9. The OTR Bulletin (December 1960) announced the availability of the Workshops, however, I have found the best office enrollments came when Training Officers and Records Officers make personal contacts in the several offices in their area and explain and request participation. Your letter to the Records Officers on each Workshop is an absolute "must" if we are to fill new classes from offices most in need. I find a phone call to each Records Officer equally rewarding. Contact with the Registrar enables last-minute correction of lopsided enrollments. (i.e. At close of registration we had no one from Comptroller. A call uncovered a misunderstanding and they finally sent 6 students.)

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10. I believe the Filing Workshops are sufficiently beneficial to the Agency to warrant their continuation.

STAT

Records Analyst
Records Management Staff

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